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ABSTRACT

This workbook is designed to guide students aged 12 or older through the steps entailed in creating portfolios to showcase their efforts and experiences to various audiences, including teachers, prospective employers, college admissions boards, and bank loan officers. First, the workbook's organization and the purpose/value of portfolios are discussed briefly. The next section explains the key features of student, project, personal, expert/professional, and personal portfolios and includes two brainstorming activities. Presented in the next 3 sections are 12 portfolio development exercises and guidelines for completing the following steps entailed in the portfolio development process: creating a working portfolio, selecting and organizing samples for the portfolio, and presenting the portfolio. A resource section includes a leisure bingo card, volunteer interests inventory, and list of vocabulary words for powerful descriptions. The accompanying teacher's guide contains the 12 exercises included in the student workbook, guidelines for helping students create portfolios in the classroom, discussions of assessment issues and portfolio presentation, tips for helping special learners develop portfolios, model employability portfolios, a talents poster exercise, and a 13-item annotated bibliography. (MN)

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